



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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TO: Superintendents, Local Education Agencies
Directors, Exceptional Children Programs
Lead Administrators, Charter Schools

FROM: Maria Pitre-Martin, Ph.D. *MPM*
Deputy State Superintendent

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Exceptional Children Division

DATE: July 1, 2017

DEVELOPMENTAL DAY CENTER APPLICATION FOR FUNDS – FY 2017-2018 STATE PROGRAM REPORT CODE (PRC) 063 FUNDS, AGES 3 THROUGH 21

Developmental Day Center (DDC) funds are made available **to assist** in providing special education and related services to **eligible children with disabilities who are placed by local education agencies (LEAs) in licensed DDCs**. The allotment of DDC grant funds is **contingent upon the availability of state funds** for this program. When grant funds do not cover all expenses and when funds are not available, LEAs are to use other state and federal funds for providing a free appropriate public education to children placed in a developmental day center setting.

Application forms and reference materials are located at the Exceptional Children Division's website under the Finance and Grants tab:

<http://ec.ncpublicschools.gov/finance-grants/applications/developmental-day-center-program>

The *Developmental Day Center Procedures and Instructions Manual* and various forms, provided in a fillable Microsoft Word document, are listed individually to expedite the completion process. The *Procedures and Instructions Manual* has been updated to clarify grant funds eligibility criteria for children served in a DDC placement. The manual also includes details for guidance on completing a Developmental Day Center Funds (DDCF) application and when submitting updates throughout the year. The Table of Contents with page numbers allows for quick access to pertinent information. An *Important Dates at a Glance* is included to assist with noting specific due dates. Do **not** use example forms or past school year application forms when applying for funds or submitting changes. **Applications must be postmarked on or before September 15, 2017.**

All services should be negotiated locally and included in the contract between the LEA and contracting DDC. A Sample Contract is provided with the DDC forms as a Microsoft Word document to serve as a reference or as an editable document to fit the needs of the LEA and contracting DDC. **NOTE:** LEAs that have classrooms or centers that are licensed as DDCs do not need to create a contract, but will still need to complete the DDCF-1, *Application for DDC Funds* and the DDCF-2, *Developmental Day Center Roster/Withdrawal Form*.

LEA-based centers that have closed for the 2017-2018 school year are to submit a DDCF-4.

For further information, contact Lori Peterson at (919) 807-3932 or lori.peterson@dpi.nc.gov.

MPM/WJH/TAR/LJP/wgs

c: Adam Levinson
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Finance Officers

EXCEPTIONAL CHILDREN DIVISION

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